

FY18 OFFICE PARTNERSHIP GRANT

DEADLINE: APRIL 14, 2017, 5:00 P.M. (MST) | FUNDING REQUEST MAY NOT EXCEED \$20,000

The mission of the Utah Division of Arts & Museums is to connect people and communities of Utah through arts and museums. By creating strategic partnerships with Utah-based nonprofit organizations that have complementary missions and resources, Utah Arts & Museums can more efficiently and effectively provide services for Utah's cultural organizations. The purpose of Office Partnership Grants is to leverage funding to provide training, networking, centralized marketing, professional development, technical assistance, model programs, or unique resources that support the UDAM strategic plan.

OFFICE PARTNERSHIP GRANTS WILL BE GIVEN TO ORGANIZATIONS THAT:

- Advance the UDAM mission
- Offer areas of expertise or services that are mutually beneficial to UDAM constituents
- Enhance program offerings
- Serve as hosts for programs
- Increase community outreach

The nature of these partnerships must be unique and outside of the scope of all other UDAM grant opportunities. The grant recipient must work with a UDAM staff member throughout the duration of the grant period. Grant Request may not exceed \$20,000.

WHO CAN APPLY?

- Nonprofit organizations
- Municipalities or government agencies
- Correctional/juvenile facilities
- Social service agencies
- Libraries or community centers
- *Depending on your status, you may need a current Charitable Solicitations Permit to apply for this grant opportunity. Please see the "Eligibility Policies" section of the guidelines for more information.*

QUESTIONS ABOUT THE GRANT?

Laurel Cannon Alder, Grants Manager · lalder@utah.gov · 801.236.7550
Racquel Cornali, Grants Coordinator · rcornali@utah.gov · 801.236.7541

All applications must be created and submitted online by April 14, 2017, 5:00 p.m. (MST) on our grant portal: uamgrants.utah.gov

WHAT WE **DO NOT** FUND

- Endowments
- Projects that have already taken place
- Building renovation, physical maintenance of facilities, or capital expenditures, including capital improvement, purchase, or long-term lease of property or purchase of equipment
- Out-of-state travel
- Programming completed prior to July 1, 2017
- Fundraising events/expenses or galas, including prizes, awards, or benefits
- Hospitality (food, refreshments, etc.)
- Deficit reduction
- Scholarships for academic programs
- Activities restricted to an organization's membership
- Paid political advertising or lobbying expenses
- For-profit ventures
- *Please read this entire document. The policies and procedures that follow the application questions are important. You will be responsible to be aware of all information contained in this document.*

REVIEW PROCESS

All Office Partnership Grant applications will be reviewed by the director of the Utah Division of Arts & Museums, and the executive committee of the Arts Board or Museums Board. The applications must receive approval from the director before it goes to the Executive Committee for a vote. The director and executive committees will advance funding recommendations to the full arts or museums board for approval. Applications will be reviewed based on the following criteria:

- Partnership with a Utah Arts & Museums program.
- Unique ability of partner to provide services to identified Utah Arts & Museums communities.
- Established benefit to the constituents of Utah Arts & Museums.
- Timeline and demonstrated ability to deliver the proposed service.
- Clarity of proposal for services.

Following board review, applicants are notified and contracts are sent to successful applicants. Applicants must sign and return contracts before payment can be made. Funds are not available until after July 1, 2017.

GRANT TIMELINE

Grant Opens: February 21, 2017

Grant Closes: April 14, 2017 at 5:00 p.m. MST

Panel Review: Spring 2017

Funding Notification: Late Spring 2017

Payment Disbursed: After July 15, 2017

APPLICATION QUESTIONS

The actual application must be made online through the portal: uamgrants.utah.gov. If you do not have access to the portal, it can take up to two days to get a portal account.

GENERAL INFORMATION (not scored)

- What is the legal designation of your organization?
- What is your organization's mission?
- Name of organization
- Project contact information
- Project coordinator information
- Federal Employer Identification Number (EIN)
- DUNS number
- Current copy of your Charitable Solicitations Permit or a PDF explaining your exemption. (Current permit must be uploaded; we cannot accept a copy of the CSP application. See note in "Funding Policies" if you are applying for \$1,500 or less.)

APPLICATION QUESTIONS

What We Ask	What We're Looking For
Describe the proposed partnership in detail. Include definition of partner roles, major milestones and/or timeline.	Because this grant creates a partnership between UDAM and your organization, please describe the purpose and structure of the partnership. Keep in mind that the review panel may not be familiar with this partnership, its purpose, or its value to the constituents of UDAM. It is important that a staff member of UDAM has an active partnership role. Please outline that as well as the timeline and major milestones.
Describe how this partnership will benefit the constituents of the UDAM community.	Grants made by the Utah Division of Arts and Museums encourage arts, museum, and cultural experiences in communities state-wide and for all the citizens of Utah who contribute to the revenue of the state through taxes. Grants are intended to benefit arts organizations and museums, but also provide Utah residents with opportunities to participate in cultural activities. Briefly describe what the target audience is as well as how the

	proposed partnership will impact UDAM Constituents.
Describe why the applicant organization is uniquely poised to deliver the service.	Why was your agency chosen for this partnership?
How will the program be evaluated? Include specific evaluation methods, expected outcomes, etc.	Provide information about your evaluation methods. The panel wants to know how you plan to evaluate your project, and if this is a project that has been done previously, how you have implemented ideas from previous evaluations.
Upload the Project Budget Form which can be found on the Utah Arts & Museums website: www.artsandmuseums.utah.gov/grants	The budget will be listed as FY18 One Column Budget. If you have questions about the budget, please call the grants manager, 801.236.7550. Make certain that you use the correct budget form.
Description of partnership written by UDAM staff member outlining the structure of the partnership from the perspective of UDAM.	UDAM staff must complete two questions: In the general information section, they will indicate the predicted source for this grant if it is funded from the UDAM budget. And, they will answer this question about how the partnership will work, and some brief comments about benefit.

WHAT IF MY ORGANIZATION RECEIVES A GRANT?

All grantees will receive an email notifying them of their grant award. The email will contain a copy of the State of Utah Grant Contract. The grantee should read and sign the contract and send the entire contract via postal mail to our office for processing. Payment will be disbursed after we process the signed contract. If your organization is awarded more than \$7,500, you will receive 80% of your award after we receive your contract, and the remaining 20% of your award will be sent mid-January 2018.

As a grantee, you will need to ensure you do the following:

- Give credit to the Utah Division of Arts & Museums (UDAM) and the National Endowment for the Arts (NEA) on all publicity (online or print). Please use the most current logos, which can be found [here](#). For example: *"This project is made possible, in part, by a grant from the Utah Division of Arts & Museums and the National Endowment for the Arts."* If this partnership is with a museum

organization that does not include the arts, you do not need to recognize the NEA.

- Ensure all grant funds are spent before June 30, 2018.
- Write a letter of appreciation to your legislator(s) thanking them for the grant funding, and keep a copy to submit with your final report.
- Grantees are also encouraged to participate in Arts Day on the Hill (February 5, 2018) or Museum Day on the Hill (February 27, 2018).
- Complete a final report form online at uamgrants.utah.gov by August 1, 2018.
 - a. Include a copy of your legislative thank-you letters.
 - b. Include an updated copy of your budget with actual numbers.
- Unless otherwise indicated, may use submitted text and images in reports and publications. Please include photo credit information.
- Organizations must list their organization name and event information on [Now Playing Utah](#).

ELIGIBILITY POLICIES

- All grants will be subject to the terms and conditions of the State of Utah Contracts
- Organizations may only receive one Utah Arts & Museums grant per fiscal year.
- Utah restricts its funding to organizations based in and primarily serving the residents of Utah.
- Charitable Solicitations Permit: Unless otherwise exempt, all organizations that solicit funds for a charitable purpose are required by Utah law to register as a charitable organization with the Utah Division of Consumer Protection. Before you can submit an application (if you are not a government agency or educational institution or otherwise exempt), you must provide a copy of your current Charitable Solicitation Permit. The application for permit is not considered proof of registration. If you have questions about whether this applies to your organization or not, you can read the [law](#), or contact the [Department of Consumer Protection](#).
- All organizations applying for grants must have a DUNS number. For more information on applying for a DUNS number, click [HERE](#).
- Indirect costs for facilities, administration, or other overhead are restricted to the federally-negotiated indirect cost rate or the *de minimis* cost rate, not to exceed 10%.
- Utah Arts & Museums funds must be spent between July 1, 2017 and June 30, 2018 (FY18).
- Final Report: Final reports are due on August 1. If your organization fails to file a final report to the division, the following year, the organization will be considered ineligible for funding for one year.
- Educational Institution Eligibility. Universities, colleges, and educational institutions are subject to the following restrictions:
 - Programming for which grant funding is sought must be open to the general public and easily accessible. The public (meaning those outside the institution) must compose a significant percentage of those involved in or served by the activities.
 - Academic awards and/or work, including fellowships, scholarships, or tuition fees for student work, are not allowed.
 - Events and services funded by the grant must be supplementary to regular curriculum. Grant funds cannot be used to support projects involving classes or workshops for which college credit is given.

- Grant funds may not be used to replace funds normally allocated for specific arts projects.
- Overhead expenses must follow the federal funding guidelines set by the Federal Office of Management and Budget.
- Institutions are limited to no more than one grant to the same academic department in any given fiscal year.
- Legislative Pass-Through/Direct Line-Item Funding. The following criteria apply to organizations receiving pass-through or direct line-item funding (also known as legislative appropriations) when said appropriation is managed by the Utah Department of Heritage and Arts.
 - Organizations that receive ongoing legislative pass-through funding for operating support are not eligible for grant funding.
 - POPS, iSEE, and State Museum Funding are not considered pass-through funding that is a duplication of funding by grants.
 - Organizations that receive one-time legislative pass-through funding for operating expenses may not receive funding in the same year they receive legislative pass-through.
 - Grant requests from organizations that receive one-time pass-through funding for a specific project may be subject to review for eligibility by the Executive Committee of the Utah Arts Council or Office of Museum Services Board. Funds allocated by line-item pass-through from the legislature and competitive grants shall not be for similar activities.
 - Organizations that receive a pass-through allocation from a department other than Heritage and Arts may be subject to review by the Executive Committee of the Utah Arts Council or Office of Museum Services Board if the activities seem similar to a grant application in the same year as the allocation.
 - Organizations that receive pass-through funding for capital projects are eligible for funding.

CONTACT THE GRANT STAFF WITH QUESTIONS

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